

<b>United States Army Japan</b> <b>Merit Promotion and Placement</b> <b>Vacancy Announcement</b>		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席広報番号/Announcement Number MLC(IV)15-147	募集期間/Opening Period 16 Sep 15~30 Sep 15		募集範囲/Area of Consideration すべて/All
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Librarian, #397, BWT 1-5			基本給/ Basic Wage ￥208,600
部隊名/Organization Library, MSD, ASD, 441 <sup>st</sup> MI BN		勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0730 ~ 1630, Recess: 1130 ~ 1230) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)			
<p><b>*ご応募に際して注意事項 (<a href="http://www.usagi.jp.pac.army.mil/go/jjobs/howtoapply_jp.aspx">http://www.usagi.jp.pac.army.mil/go/jjobs/howtoapply_jp.aspx</a>) を必読し、申請用紙は応募する毎に同ページより最新版をダウンロードしてください。最新版の申請用紙を使用しない応募は無効となりますのでご注意ください。Please click on the above URL, read through how to apply, and use the most updated application downloaded at the website. Application without using the most current application is invalid.</b></p> <p><b>**フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration.</b></p> <p><b>申請用紙 / Applications :</b></p> <p><input checked="" type="checkbox"/>履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/>職務経歴書 / Resume of Work Experience <input type="checkbox"/>質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement)</p> <p><b>申請用紙の記入言語 / Language to complete applications :</b></p> <p><input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese ( English is acceptable as well)</p> <p><input checked="" type="checkbox"/>ALCPT、TOEIC®、TOEFL®のスコア、もしくは英検の等級の証明書の写し/Copy of ALCPT score, TOEIC® score, TOEFL® score or EIKEN grade.</p> <p><input type="checkbox"/>日本の運転免許証の写し/Copy of Japanese driver's license</p> <p><input type="checkbox"/>最高学歴の卒業証明書の写し/Copy of diploma of highest education completed. 最低必要応募資格基準の注釈(**)をご覧ください/ Please see the note (**) under MQS requirement</p> <p><input type="checkbox"/>その他/Other Please attach the copy of the required license and certificate. / 必要資格・証明書の写しを添付してください。</p>			
採用までに提出するもの/ Additional Documents Required Before Hiring			
最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
<b>応募方法/To Apply</b> <p>上記の書類を締切日までに担当の人事課まで郵送してください。締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。提出された応募書類は返却いたしません。</p> <p>記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。</p> <p>記載内容に虚偽の申告があると認められたときは応募が無効となります。</p> <p>Mail the application to the office shown in the bottom of this form along with necessary documents specified above.</p> <p>Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.</p>			
<b>提出先</b> <b>宛先</b> 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-Wing		<b>Submit To</b> <b>Address:</b> Bldg 102 G-wing, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000	
<b>宛名</b> 在日米陸軍 日本人事務所 雇用課 MLC(IV)15-147		<b>Name:</b> JESO, G1, USARJ MLC(IV)15-147	

### **職務内容 / Duties:**

1. Transliterates foreign language titles and publisher names of newly received serial publications into Japanese and English and inputs the data into the inventory database. Responsible for processing, circulation, storage, and maintenance of 400 periodicals as well as books, maps, grey literature, and digital media acquired by field collectors for ASD analysts. Enters library data into Open Biblio Integrated Library System (ILS) using MARC standards.
2. Scans Asian language media (newspaper, magazine, and journal) into digital format and uploads files to internet website.
3. Performs in-processing and cataloging, loaning, filing, and location research of foreign documents, newspapers, and magazines (serialized publications). Maintains records on publication receipts and renewal dates.
4. Conducts research and retrieves documents requested by analysts in order to carry out ASD exploitation of foreign technical open-source publications.

Performs other related duties as assigned.

### **最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement :**

Must have at least one (1) year of specialized experience\* equivalent to BWT 1-4 OR Completion of four (4) year college/university in a related field\*\* OR two (2) academic year of graduate level education\*\*.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled. **Examples of experience include using Dewey Decimal system and Online Computer Library Center.**

**\*\*When substituting education for special experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

### **要求される英語力レベル / Required Language Proficiency Level (LPL):**

Average Proficiency Requirement: Language Proficiency Level 2, TOEIC® 470, TOEFL® (iBT 48, PBT 460) or EIKEN Grade Pre 2.

### **要求される雇用条件 / Required Condition of Employment:**

1. Must be able to pass required physical exam.
  - a. Physical capability to scan newspapers using large-scale scanning equipment. Work involves standing.

### **タイムイングレード / Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade (BWT 1-4) or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.